



[Official Unit Letterhead]

5512
S1
31 Feb 2016

From: GySgt John Q. Smith
To: DEERS/RAPIDS Site Security Manager

Subj: LOST/STOLEN/DESTROYED COMMON ACCESS CARD (CAC) ICO LCPL JAMES JONES

Ref: (a) MCO 5512.11D

1. Per the reference, it is hereby certified that the Common Access Card (CAC) issued to the above named individual was lost, stolen, destroyed, mutilated, or confiscated. The incident occurred on or about 31 Feb 2106 under the following circumstances:

[Provide a detailed explanation of the event]

2. Please contact GySgt John Q. Smith at 830-XXXX for additional information. This is the 2nd CAC LCpl Jones has lost, destroyed, mutilated, or had confiscated or stolen within the last calendar year.

(signature)
J. Q. SMITH

INFO & INSTRUCTIONS IN ACCORDANCE WITH DOD/DON/USMC

To validate the loss or destruction of Common Access Cards (CACs) and deter customers from requesting a new CAC for convenience purposes, the DEERS ID card office is required to scan a report or letter documenting the loss/mutilation of a CAC. Per DoDM 1000.13, Volume 1, "DoD Identification (ID) Cards: ID Card Life-Cycle," documentation must be presented to confirm that a lost, stolen, or mutilated CAC was reported to the local security office or CAC sponsoring agency. Therefore, prior to being issued a new CAC, the sponsor will need to provide DEERS with one of the following acceptable documents:

1. Letter or memorandum from the Unit's Security Manager, the individual's supervisor (SNCO), or the sponsoring TASS Trusted Agent. Note: The letter or memorandum, which can be typed or handwritten, must be prepared on the Unit's letterhead, dated, and signed with a 'wet' signature, or digitally signed using a CAC. The number of lost/stolen/mutilated/confiscated CACs in any one calendar year must be indicated in the letter. If more than two instances, the individual's 1stSgt or higher, or equivalent, must sign the letter.
2. Police Report
3. Report from the installation security office; or
4. A statement/document(s) as provided by the Service/Agency (e.g., counseling document).